

Reference Material

Extended Core Unit

of the starter course module

Academic Presentations in English

List of phrases from *UniComm English*

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Starter course

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1. The Introduction

The Different Steps	English Phrases
getting the audience's attention	<ul style="list-style-type: none"> ▪ OK, let's get started. ▪ Right, let's begin. ▪ Great. Can we start? ▪ OK, shall we start?
welcoming	<ul style="list-style-type: none"> ▪ Hi everyone. / Hello everybody. ▪ Good morning / afternoon / evening.
introducing oneself	<ul style="list-style-type: none"> ▪ Let me introduce myself. ▪ I'll take a brief moment and introduce myself. ▪ My name is ... ▪ For those of you who don't know me (already), I am / my name is... ▪ (Most of you already know me,) I'm...and I study...
announcing the topic	<ul style="list-style-type: none"> ▪ (Today) I'm going to talk about... ▪ The topic of my presentation is... / My topic is... ▪ (As you can see on the screen) my presentation will deal with...
describing the purpose of the presentation	<ul style="list-style-type: none"> ▪ The purpose of my presentation is to show you... ▪ The aim of the next [30 minutes] is to give you an overview of... ▪ My purpose in giving this presentation is to give you a solid background on the subject of [oral presentation skills]. ▪ What I would like to do today is to explain ... ▪ What I want you to get out of my presentation is ... ▪ The topic is relevant / very important (for you) because ...
announcing the outline of the presentation	<ul style="list-style-type: none"> ▪ I have divided my presentation (up) into X parts. ▪ I have broken my presentation down/up into X parts. ▪ First, we'll look at ..., then I'll show you ..., and finally I'll say a little about ... ▪ First(ly), ... second(ly), ... and third(ly)... ▪ I'll start out with...; next, I'll move on to...; and I'll end with... ▪ In the first part I give a few basic definitions. ▪ This part is divided into two subsections... ▪ In the last part I would like to give you an example of...
talking about the availability of material	<ul style="list-style-type: none"> ▪ There will be a handout, so there's no need to take notes. ▪ I will distribute the handout after the presentation. ▪ There is a handout which I will pass round in a moment. ▪ By the way, you can download the presentation from ... ▪ I can send you the presentation via email, if you like.

announcing the length of the presentation	<ul style="list-style-type: none"> ▪ My presentation will take about [30 minutes]. ▪ I'm going to speak for about [20 minutes].
announcing when you will answer questions	<ul style="list-style-type: none"> ▪ Please feel free to interrupt and ask me questions at any time. ▪ Feel free to interrupt me at any time with questions. ▪ I can take your questions at any time during my [presentation]. ▪ I'd ask you to save your questions for the end. ▪ I'll be happy to answer your questions at the end. ▪ There will be plenty of time at the end of my [speech] for a discussion.

2. The Main Part

introducing the main part of a presentation	<ul style="list-style-type: none"> ▪ OK, so let's start with the first point. ▪ I'd like to start by looking at... ▪ Let's begin by taking a look at...
introducing visualized data	<ul style="list-style-type: none"> ▪ Have a look at this table (diagram, chart,...). It shows the... ▪ Let's take a look at this table. Here you can see... ▪ As you can see in/from the picture (table, ...), ...
highlighting important information	<ul style="list-style-type: none"> ▪ If you look here you can see that ... ▪ Let me draw your attention to one or two interesting details. ▪ What I'd like to point out is one interesting detail. ▪ I'd like us to look at this part of the graph in more detail... ▪ Let's focus our attention on the upper half of the chart... ▪ Let's think about the significance of this figure here... ▪ Looking now at the figures for the third quarter we can see that ... ▪ I'd like to draw your attention to some key figures.
making transitions	<ul style="list-style-type: none"> ▪ So much for point one. ▪ This brings me to the end of my first point. ▪ This leads directly to my next (sub)point... ▪ That's all I would like to say about ... and now let us turn to ... ▪ Now that we've seen ... let us turn to ... ▪ This brings me to the end of my first point. ▪ Let's turn now to ... / move on to ... ▪ So let's go ahead and ... ▪ We will move on to the next topic of today, which is ...

adding information	<ul style="list-style-type: none"> ▪ I forgot to tell you that ... ▪ Oh, one other thing. I just wanted to point out again ... ▪ I forgot to explain something. My fault. Sorry.
framing a digression	<ul style="list-style-type: none"> ▪ To digress for a moment, let's consider ... ▪ Before going on, I'd just like to say a little about ... ▪ If I can just digress for a moment ... ▪ So, getting back to my original point ...
framing an expansion	<ul style="list-style-type: none"> ▪ I'd like to expand on that a little before we move on. ▪ To elaborate on that a little for those of you who aren't familiar with the concept ... ▪ I can't go into more detail here, so let's get back to my original point.
introducing an example	<ul style="list-style-type: none"> ▪ To give an example: . ▪ Now let's take an example. . ▪ An example of this can be found ... ▪ To illustrate this ▪ Let's see this through an example. . ▪ For example, ▪ Here are some examples of ... ▪ Let's look at some examples. . ▪ Here's a case where ... ▪ So, let's say, for example ... ▪ In this particular example it's ... ▪ Perhaps this will become clearer with an example ...
emphasizing	<ul style="list-style-type: none"> ▪ What is very significant is ... ▪ What is important to remember is ... ▪ I'd like to emphasize the fact that ... ▪ I'd like to stress the importance of ... ▪ What I tried to bring out ... ▪ What we need to focus on ...
listing	<ul style="list-style-type: none"> ▪ There are three points we have to consider: one ..., two ..., and three ... ▪ First of all, ... ▪ First, ...; second, ...; third, ...; ▪ Firstly,...; secondly,...; thirdly,...; ▪ There are three key features to remember: one ...; two ...; three ...

quoting a person	<ul style="list-style-type: none"> ▪ I quote the words of ... ▪ In the words of ... ▪ According to ... ▪ Here I'd like to quote ... ▪ As [Lambertson] says in his book: ... ▪ There is a famous quotation that goes: ...
referring to past reference within a course/presentation	<ul style="list-style-type: none"> ▪ In the first part of my presentation I mentioned ... ▪ Going back for a moment to what I said earlier ... ▪ As I have said earlier ... ▪ As we saw in part one ... ▪ To repeat what I've said already ... ▪ Let's go back to what we were discussing earlier. ▪ As I said previously ...
referring to future reference within a course/presentation	<ul style="list-style-type: none"> ▪ I'll go into this in more detail in a moment. ▪ I'll come back to this later. . ▪ We will see this a little later on. . ▪ We will go into more detail on that later. ▪ For now, suffice to say ... ▪ I will explain that a little more in just a moment. ▪ I will show you why in a little bit. ▪ We will come back to this at the end of [my presentation].
referring to common knowledge	<ul style="list-style-type: none"> ▪ As you may all well know ... ▪ It is generally accepted that ... ▪ As you are probably aware (of) ...
reacting to interruptions	<ul style="list-style-type: none"> ▪ Could you please keep the noise level down a bit. ▪ Could you stop talking, please.
explaining the distribution of handouts	<ul style="list-style-type: none"> ▪ I have some handouts to pass round. ▪ Take one and pass the rest of the handouts on, please. ▪ Pass these handouts round, please.
introducing the end of a presentation	<ul style="list-style-type: none"> ▪ This brings me to the end of my presentation. ▪ Right, so this is all I wanted to say about... ▪ Having covered this final point, I'm now coming to the end of my presentation.

3. The End

introducing the summary	<ul style="list-style-type: none"> ▪ Let's summarize briefly what we've looked at... ▪ Right, let's sum up. ▪ To sum up... ▪ The important thing(s) to remember here is / are... ▪ Finally, let me remind you of the main points we've covered... ▪ Before I stop, let me go through the main points once more. ▪ Before I finish, let me summarize what we've looked at...
drawing conclusions	<ul style="list-style-type: none"> ▪ To conclude one could say that ... ▪ I come to the following conclusion: ▪ The conclusion I draw is that ... ▪ What I conclude from this is ... ▪ Let me tell you what I conclude from all this.
encouraging questions	<ul style="list-style-type: none"> ▪ I'm now open for your questions. ▪ Before I summarize, do you have any questions? ▪ We'll now have a short question-and-answer session. ▪ If you still have some unanswered questions, now would be the time to ask them. ▪ Any questions? ▪ Any other questions, comments? ▪ Are there any [specific] questions? ▪ If there are any questions, please feel free to ask.
indicating the end of the presentation	<ul style="list-style-type: none"> ▪ Thank you for your attention. ▪ Thanks for listening. ▪ Thank you all very much for the interest you've shown. ▪ Well, that's it! ▪ I hope you've enjoyed this session on ... ▪ And all that's left is to say thank you for your attention.

Go to <http://www.mumis-unicomm.de/> for the online version of **UniComm English!**

It's constantly updated and contains many other phrases for the different communication situations at German universities.



Reading tips:

- ❑ Klarer, Mario (2008): *Präsentieren auf Englisch*. München: Readline Wirtschaft.
- ❑ Powell, Mark (2002): *Presenting in English. How to give successful presentations*. Boston: Heinle.
- ❑ Storz, Carl, et al. (2002): *Oral presentation skills. A practical guide*.
http://people.engr.ncsu.edu/txie/publications/oral_presentation_skills.pdf [retrieved 3 december 2009].
- ❑ Watzka, Klaus (2007): *Anfertigung und Präsentation von Seminar-, Bachelor-, Diplom- und Masterarbeiten. Klärungen, Tipps, Fehlervermeidung*. Bären: Fachbibliothek Verlag.
- ❑ Weber, Anne; Wróbel, Verena (2008): *Richtig gut! Referate halten ENGLISCH*. Stuttgart: Klett.